

Date: _____

Dear Parent/Guardian,

_____ returned his/her Friday Folder today, but:

- ...the folder did not include a Friday letter. Please return the Friday letter to school tomorrow.
- ...his/her Friday letter was not signed. Please sign the Friday letter and return it to school tomorrow.
- ...work from the "Return to School" side of the folder was missing. Please look for

_____ at home and
return it to school.

Thank you very much for your help.

Sincerely,

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